



JOB BULLETIN: JOURNEYMAN PROCESSING ARCHIVIST—ALASKA

JOB TYPE: Project Archivist (six weeks)

LOCATION: Alaska. City to be determined.

POSITIONS AVAILABLE: 2

OVERVIEW:

The Journeyman Processing Archivist is responsible for providing detailed archival arrangement and description services to an archival institution in Alaska. These services will be provided for six weeks at an institution that, through a competitive process, has been chosen to receive archival processing services because reports, inventories, assessments, and general appraisal have already been conducted. The Journeyman Archival Processing Program is sponsored by the Alaska State Historical Records Advisory Board (ASHRAB) and the Alaska State Archives, which are utilizing resources provided by the National Historical Publications & Records Commission, a granting arm of the National Archives.

SCOPE OF WORK:

The Journeyman Processing Archivist will identify, organize, preserve, and share two high-value research collections online over the course of six weeks' labor between March and August 2017.

EXAMPLES OF DUTIES:

Organize, arrange and describe a significant volume of records in a variety of formats, which may include: photographs, letters, recordings, and documents within (at minimum) two collections.

Create (at minimum) two finding aids (spreadsheet/database) that provide detailed descriptions of archival content that the repository will post online.

Prepare a three to five page activity report.

Author a one-page report for submission to an archival newsletter.

KNOWLEDGE, SKILLS & ABILITIES:

Working knowledge of the theory, principles, methodology, applications, professional standards and ethics that guide archival work.

Working knowledge of policies and procedures that govern archival practices.

Working knowledge of archival principles of arrangement and description.

Working knowledge of personal computers, relational databases, and software applications.

Skill in communicating with others, both orally and in writing.

Ability to exercise sound judgment and make logical decisions.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college/university in any major subject area;

AND

Two years of professional archival work experience at the entry level. The required experience includes work such as Archivist I with the State of Alaska or the equivalent with another employer.

<u>OR</u>

Substitution:

Master's degree from an accredited college/university with a major in history, library studies, public administration, anthropology, computer studies, cross-cultural studies, legal studies, Northern studies, political science, information and records systems management, sociology or social science, or another closely related field;

AND

One year of professional archival work experience at the entry level. The required experience includes work such as Archivist I with the State of Alaska or the equivalent with another employer.

SALARY:

\$7,500

A travel allowance up to \$1,000 will be reimbursed for transportation and meal expenses to/from the sponsoring Repository.

How to Apply:

Applicants may submit a Cover Letter (with three professional references) and resume to: Zachary R. Jones, Acting ASHRAB Coordinator / Acting State Archivist, at zachary.jones@alaska.gov

The ASHRAB Coordinator and successful journeyman archivist will execute a *Memorandum of Agreement*, which will include a list of expectations for the archivist. Applications must be received by February 21, 2017. Contact Zachary R. Jones by email if you have any questions.